



CALIFORNIA'S
STEM CELL
AGENCY

Science Officer/Senior Science Officer, Review Team

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Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

The mission of the Review Team is to select the highest quality stem cell-based projects for CIRM funding with efficiency and with unimpeachable integrity. The Review Team's effort is focused on three key responsibilities:

Engage: To cultivate a world class team of expert reviewers that embrace the CIRM mission and seek to improve review performance.

Lead: To direct a rigorous review process that adheres to all applicable rules and selects for the most highly meritorious projects.

Communicate: To rapidly and objectively communicate program rules, procedures, and outcomes to stakeholders.

The Science Officer for Review reports to the Director of Portfolio Development and Review and is responsible for maintaining the scientific quality of application review, designing the application and review process to meet the objectives of each solicitation, tracking the quality of funded projects, communicating outcomes to stakeholders, and engaging subject matter experts in the CIRM mission.

The candidate is expected to have expertise and experience in a scientific research discipline, preferably one that relates to stem cells, cellular therapies, or drug or device preclinical and clinical development.

The ideal candidate will have an innate sense of urgency and determination to deliver outstanding results and to find innovative ways of meaningfully advancing CIRM's mission. The successful candidate will be appointed to the position of Science Officer or Senior Science Officer based on years of relevant experience.

Responsibilities

In this position, you will be accountable for:

Leading the Review Process

- Partnering with the Review Project Manager to guide the activities needed to successfully execute each review cycle.
- Determining eligibility of applications responding to each funding opportunity.
- Selecting and assigning an appropriate set of reviewers to evaluate the scientific merit of each application to be reviewed.
- Monitoring and documenting review proceedings and outcomes.
- Managing the development, implementation, and revision of Requests for Applications (RFAs), Program Announcements (PAs), and related materials.
- Tracking the success of funded projects.
- Monitoring and reporting on progress of the review process to all stakeholders.

Engaging Expert Reviewers

- Identifying, recruiting, and appointing reviewers to an expert panel for each review cycle.
- Liaising and maintaining professional relationships with expert reviewers, patient advocates, and board members to earn their commitment to the CIRM mission and review process.

Communicating Procedures and Outcomes

- Providing instruction and direction to reviewers about program objectives and criteria used to evaluate merit of applications.
- Providing guidance to prospective applicants about the application and review process.
- Drafting and finalizing written review reports and other communications to applicants and the governing board in a timely manner.
- Collaborating and communicating with other CIRM teams to harmonize process and policies as needed.



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- Participating in the Grants Management System development process to ensure proper design and implementation of web-based applications, forms, and user interfaces.

Harmonizing with the CIRM Mission

- Demonstrating in your words and actions commitment to CIRM's mission.
- Collaborating with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.

Requirements

- An “all in” commitment to accomplishing the mission of CIRM.
- Doctorate (PhD, PharmD, MD/DO,) in medicine, biomedical research or a related area.
- 3 years (or 7 years for Senior Science Officer) of relevant experience beyond doctoral degree in a biomedical research discipline and/or scientific funding agency.
- Strong knowledge of biology, medicine, drug development, regulatory affairs or related discipline that has a direct bearing on stem cell research and/or cellular therapy.
- Ability to effectively manage, organize and prioritize multiple projects and meet deadlines in a fast-paced and demanding environment.
- Outstanding communication skills.
- Ability to work collaboratively in a team environment.
- Ability to make clear, concise and impactful presentations.

Position Details

Location: Oakland, CA

Schedule: Full-Time. Must be able to work outside of normal business hours.

Travel: Must be able to travel domestically and internationally on occasion.



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Salary Range and Benefits

The salary range for the Science Officer \$106,326 - \$159,490 and the Senior Science Officer is \$129,955 - \$194,932.

CIRM offers a competitive compensation package.

The position is open until a suitable candidate is found.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

To: jobs@cirm.ca.gov

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

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